

**CITY OF HAYWARD  
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

**Thursday, April 14, 2005 at 5:30 p.m.**

**Hayward City Hall  
777 B Street  
Conference Room 2A**

**AGENDA**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

**APPROVAL OF MINUTES**

1. Approval of minutes for regular meeting of March 10, 2005 (Action)

**REPORTS**

2. City Council Liaison (Information)
3. Human Resources Director Recruitment (Information)
4. 1<sup>st</sup> Quarter 2005 Affirmative Action Report (Information)

**OLD BUSINESS**

5. Lateral Transfer in Library

**NEW BUSINESS**

6. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Librarian I/Adult Services (P/T), (2004)
  - b) Police Officer – Lateral, (2005)
  - c) Water Pollution Control Facility Manager, (1992)

Robert M. Macias  
Acting Human Resources Director

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Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

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CITY OF HAYWARD  
**PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**  
777 "B" Street  
Hayward, California 94541-5007

**MINUTES**

**Thursday, March 10, 2005**

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:32 p.m., on Thursday, March 10, 2005** at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by Chief of Police Lloyd Lowe.

**VISITORS/GUESTS**

City of Hayward Chief of Police Lloyd Lowe

**HUMAN RESOURCES DEPARTMENT STAFF**

Robert M. Macias, Acting Human Resources Director

Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

**CITY COUNCIL**

Olden Henson

**ABSENT**

None

Attendance	Present This Meeting	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	X	8	0	0	0
Freddie M. Davis	X	7	1	0	0
Joyce Dobro (vice-chair)*	X	7	1	0	0
Latricia Earley	X	7	1	0	0
Carol Johnson	X	8	0	0	0
Johnnie Lacy	X	5	3	0	0
Wade Owen Winblad	X	7	1	0	0

X = present, O = absent

\*Appointed July 1999

**PUBLIC COMMENTS**

Chairperson Booth welcomed the Chief of Police.

**APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of February 10, 2005; (Action)  
Moved to approve Minutes; (Davis/Lacy); (6-0-0)

**REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
Council Member Henson announced that the current fiscal year revenue numbers are coming in and they are higher than anticipated. We received some vehicle licensing fee

reimbursement. The good news is that it appears we will be able to balance the budget with only about \$300,000 from reserves. Mr. Henson suggested restoration of some of the Police Department positions to his colleagues and Chief Lowe indicated City Manager approval to hire eight (8) new Police Officers. Mr. Henson indicated there remains a projected deficit of approximately \$3.5 to \$3.6 million in fiscal year 2005-2006. Council Member Henson also talked briefly about the miniloop concept authorizing the City Manager and staff to supplant the original 238 plans. He has renderings for review and will be pleased to answer any questions after the meeting.

3. Lateral Transfer in Library (Information)  
In response to the Commission request from last month's meeting, Mr. Macias indicated that the City Manager sends his regrets as he had a schedule conflict with tonight's meeting. He indicated next month may be better. Further, Mr. Macias indicated that the City Attorney's office said that "vacancy" is not a legal issue but rather an administrative determination. A motion was made by Davis and seconded by Earley to move this agenda item to next month's meeting. The motion was approved unanimously with a vote of 7-0-0.

#### **NEW BUSINESS**

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Animal Services Manager, (1988)
  - b) Police Officer – Journey Level, (2004)
  - c) Police Officer Trainee, (2003)

Moved to approve New Eligible Registers: (Winblad/Dobro); (7-0-0)

5. Extension of Eligible Registers, (Action)
  - a) Battalion Chief, (1<sup>st</sup> extension, 6 months)
  - b) Secretary, (1<sup>st</sup> extension, 6 months)

Moved to approve Extension of Eligible Registers: (Dobro/Johnson); (7-0-0)

6. Adoption of Revised Classification Specification, (Action)
  - a) Police Captain

Moved to approve Revision of Classification Specification as submitted, and also to include educational requirements as agreed with the HPOA for January 2006 of equivalency to a Bachelor's Degree and a change in January 2007 to require actual Bachelor's Degree. (Lacy/Earley); (7-0-0)

There being no further business, the meeting was adjourned at 6:05 p.m.

The next regularly held meeting will be Thursday, April 14, 2005 at 5:30 p.m. at Hayward City Hall, located at 777 B Street, in conference room 2A.